



Capella University



Bachelor of Science in Business with a Specialization in Human Resource

STUDENT DATA:**NAME:** ROADMAP'S DEGREE**Mgt****SSN:** 000-00-0000

Credit Required	Potential Credit
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Communications Electives**12.00**

Capella learners develop the communication skills necessary to effectively use the English language to communicate both verbally and in written form. In addition, they learn to read, write, speak, and listen critically.

The courses below are recommended:

ENGL1000 English Composition
ENG2000 Research Writing
SPC2000 Intercultural Communication
SPC2050 Visual Design in Communications (3 qtr hours)
{DANTES Code = 11.07.00}

(College credit by examination may apply. Visit the Capella website for course descriptions.)

Ethical and Social Responsibility Course**6.00**

Capella learners develop an understanding of the ethical dimensions of their personal and professional lives. Through reflection on their own values and positions, as well as those of others, they learn what it means to be a socially responsible citizen in today's world and develop the ability to appropriately exercise that citizenship.

(College credit by examination may apply. Visit the UC website for a description of courses available.)
{DANTES Code = 17.05.00}

Fine Arts and Humanities Electives**12.00**

(Capella learners develop an understanding of the arts and humanities as an expression of human culture, and through the critical analysis of works of art, literature, and philosophy, they develop the ability to form their own aesthetic judgments.

ART2000 - Art History Survey
HUM1000 - Introduction to the Humanities
HUM1050 - World Religions
LIT2000 - Sports and Literature
PHI1000 - Introduction to Philosophy

PHI2000 - Ethics (Recommended course)

PHI2050 - Human Nature & Ethics (Recommended courses:)

(College credit by examination may apply. Visit the CU website for a description of courses available.)

{DANTES Code = 08.06.00 or most 08.XX.XX series}

Mathematical and Logical Reasoning Course

6.00

(Capella learners develop an understanding of mathematical and logical reasoning and the ability to use mathematics and logic to address problems in their personal and professional lives.

The courses below are recommended:

College Algebra (MAT 1050)

Statistical Reasoning (MAT 2001)

Pre-Calculus (MAT 2051) strongly recommended

Statistical Literacy (MAT 2050)

Discrete Mathematics (MAT 2051)

College credit by examination may apply. Visit the CU website for a description of these courses.)

{DANTES Code = 14.09.00 or 14.09.06 or 14.01.00}

Natural Science Electives

12.00

Capella learners develop an understanding of the scientific methods used to study phenomena in the natural sciences and an appreciation of the role scientific inquiry plays in addressing the critical issues facing today's world.

BIO1000 - Human Biology

BIO1050 - Biology and Society

CHM1000 - Chemistry for Changing Times

PHY1000 - Introduction to Astronomy

(College credit by examination may apply. Visit the CU website for a description of courses available.)

{DANTES Code = 16.13.00 or 16.99.00 or most 16.XX.XX series}

Social Science Electives

12.00

Capella learners develop an understanding of the scientific methods used to study human behavior and interaction and knowledge of the predominant theories resulting from this study.

(The three courses below are recommended:

ECO1050 - Microeconomics

ECO1051 - Macroeconomics

HIS1000 - Immigrants in the American City

PSY1000 - Introduction to Psychology

POL1000 - The Politics of American Government

SOC1000 - Introduction to Human Society

College credit by examination may apply. Visit the CU website for a description of these courses.)

{DANTES Code see 20.XX.XX series}

Developing A Business Perspective (BUS 3004)**6.00**

Learners gain a business perspective of what higher education can do to prepare them for careers in a constantly changing workplace. In addition, learners investigate and practice thinking habits, the new business realities that business professionals must deal with in the 21st century, and develop the research and writing skills needed for success in the undergraduate program. Throughout the course, learners analyze, synthesize, and evaluate business concepts and current topics in light of their personal and professional experiences. This course encourages all learners to broaden their perspective, participate in building a learning community, and tap into the talents and resources of the class. BUS3004 and BUS3005 must be taken concurrently by bachelor's learners in their first quarter. Cannot be fulfilled by transfer.

Undergraduate Learner Success Lab (BUS 3005)

(This Lab is designed to provide new undergraduate learners the knowledge and skills they need to be successful in their academic programs. The Lab familiarizes learners with the Capella online environment and support resources provided to ensure success. Learners build skills in the selection and use of methods, techniques, and library resources. Working with the academic advisor, learners will develop a Degree Completion Plan. BUS3005 is an advisor-led course taken in the first quarter, in conjunction with BUS3004, and carries no credit. Cannot be fulfilled by transfer.

Fundamentals of Management and Leadership (BUS 3010) [MG001B]**6.00**

(This course examines the five primary forces that drive contemporary business. Learners discover the implications for organizational management and collaborative leadership within a changing business climate. Teams of learners interview businesses to gain insight into the real-world demands of contemporary management and leadership. College credit by examination may apply.)

{DANTES Code = 03.10.00}

Fundamentals of E-Business (BUS 3020)**6.00**

(This course presents an understanding of the fundamentals of e-business, the acquisition of hands-on experience with e-business technology, an evaluation of the primary management considerations in the development process of commercial e-business systems, an assessment of the implications of an e-business initiative, and the development of an e-business technological and management plan for an enterprise. College credit by examination may apply.)

Fundamentals of Marketing and Sales (BUS 3030)**6.00**

(This course examines the fundamentals of marketing and sales, and the following fundamentals: market research and planning; product differentiation and positioning; marketing communications; differences

between consumer and business markets; and relational marketing and sales strategy. Learners prepare a marketing and sales plan for a simple product offering and a corresponding marketing and sales strategy. College credit by examination may apply.)

{DANTES Code = 03.11.00}

Fundamentals of Human Resource Management (BUS 3040) [MG002B]

6.00

(This course is designed to help learners develop an understanding of the fundamentals of human resource management, explore the 'human capital' perspective of employees as the principal economic asset of the enterprise, examine 'human capital' development, study how the human resource management function is evolving in different types of organizations and underscore the implications for human resource professionals. A case study to identify and understand the evolving talents, motivations, and needs of different types of employees from different generations, backgrounds, and personality types is assigned to learners. College credit by examination may apply.)

{DANTES Code = 03.13.00}

Fundamentals of Organizational Communication (BUS 3050)

6.00

(This course assists learners to develop an understanding of the fundamentals of organizational communication, explore the interrelationship of organizational communication, symbols, culture, and performance, learn effective communications practices in relationships internal and external to the enterprise, and realize how they contribute to successful organizational performance. Through participation in a case study, learners experience how the interrelated organizational communication factors function in an enterprise.)

{DANTES Code = any 11.XX.XX series}

Fundamentals of Finance and Accounting (BUS 3060)

6.00

(This course content enables learners to gain knowledge of the fundamentals of finance and accounting, understand and create the standard financial statements of a simple enterprise, and evaluate the financial condition of this simple enterprise, from the different perspectives of various financial institutions, using typical financial ratios and metrics. Learners practice reading and deciphering annual reports of more complex publicly traded enterprises to interpret explanatory footnotes, and to relate financial statements to the business performance of the enterprise. College credit by examination may apply.)

{DANTES Code = 03.01.00 or 03.02.01}

Ethics and Enterprise (BUS 4801)

6.00

(Learners develop the ability to recognize and exercise leadership in significant enterprise-wide ethical and human matters. Case examples and projects highlight the ethical and human dimensions of enterprise. Special attention is given to studying how commitment to social and environmental ethical responsibility can be compatible and complementary with the economic success of the enterprise and satisfaction of enterprise stakeholders.)

{DANTES Code = 17.05.01}

Change Management (BUS 4802)**6.00**

(In this course, learners gain an understanding of the knowledge and skills required to lead, facilitate, and support change management. Case studies to gain an understanding of the unfolding dynamics of planned and unplanned change in organizations are presented. Networked many-to-many communications and language change are addressed as primary resources for effective change management. Trust building, fear-containment, and broad participation in the change process receive special attention.)

{DANTES Code = 03.10.XX series}

Compensation and Benefits Management (BUS 4043)**6.00**

(This course content addresses the trends and evolution of compensation and benefits at both the strategic and operational dimensions. Evaluation of costs associated with various approaches to compensation and benefits is explored. Learners participate in a case study involving selected compensation and benefit issues and integrate their learning by preparing and presenting a compensation and benefits plan for an enterprise.)

{DANTES Code = 03.10.XX series}

Legal Issues in Human Resource Management (BUS 4044)**6.00**

(The primary orientation of the course is to enable learners to recognize the spirit and purpose of the legal framework of enterprise so that they can embrace compatible strategies and avoid cutting corners in the short-run, which can ultimately result in major disasters. Case studies illustrating how a minor legal issue can either be managed well or spiral into an unmanageable legal, financial, and public relations mess are studied.)

Recruiting, Retention, and Development (BUS 4045)**6.00**

(The primary focus of this course is on the characteristics and motivations of people of different backgrounds and the match between their needs and aspirations and the relevant characteristic of the employing enterprise. The practical operations of recruiting, retention, and development of employees are examined. Special attention is paid to effective performance review processes and its relationship to coaching and mentoring. College credit for military training may apply.)

Employee and Labor Relations (BUS 4046)**6.00**

(This course presents employee and labor relations as a system for striking a balance between the employment relationship goals of efficiency, equity, and voice, and between the rights of labor and management. The course places the discussion of contemporary U.S. processes into the context of underlying themes - what are the goals of labor relations, are those goals being fulfilled, and are reforms needed. The course replaces the tired paradigm of "labor relations equals detailed work rules" with the dynamic paradigm of "employee and labor relations equals balancing workplace goals and rights." Labor law, union organizing, bargaining, dispute resolution, and contract administration are central topics, but these processes are not presented as self-evidently good. These topics are placed in the broader context of the goals of the employment relationship, conflicting rights, and the environment of the 21st Century. Prerequisite(s): BUS3040.)

{DANTES Code = 03.13.05}

Employee Training and Development (BUS 4047)**6.00**

(This course covers the most up-to-date developments in training and research and in practice, including the strategic role of training and the use of new technologies in training. The course presents a real balance between research and real company practices. The course provides learners with a solid background in the fundamentals of training and development - needs assessment, transfer of training, designing a learning environment, methods, and evaluation. In addition, the role of training is broadening due to its strategic nature, the changing nature of the workplace, and availability of technology. Current topics such as strategic training and development process, e-learning, blended learning, learning management systems, knowledge management, older workers, issues in work life balance and work life balance programs, and protean careers are discussed.

Prerequisite(s): BUS3040.)

International Human Resources Management Issues (BUS 4048)**6.00**

(This course provides a broad guide on how to manage the process of internationalization, with a particular focus on the transnational firm. This course will discuss the "people implications" of traditional strategies for internationalization and how such strategies get executed through human resource management (HRM). They discuss such important topics as: how to manage expatriates from the parent country; how to go about adapting management practices to circumstances abroad; how to localize management; how to recognize and ultimately avoid obstacles in joint ventures; how to expand across borders through acquisitions; how to respond to the contradictory pressures of the transnational firm where HRM has a critical role to play in enabling managers to resolve these paradoxes in innovative ways; and how global competition is changing the nature of management and organization even for firms operating in domestic markets. The course draws on practical examples from companies that have experienced the real challenges of international HRM. Prerequisites: BUS3040.)

{DANTES Code = 03.13.00}

Free Electives**30.00**

(College credit by examination may apply.)

Business Capstone Project (BUS 4993)**6.00**

(The capstone project is the culminating experience of the bachelor's program. It allows each learner to demonstrate the technical and applied business knowledge gained in their field, as well as the critical thinking, diverse perspectives, and communication skills to help make them successful in their profession. The project demonstrates the learner's ability to identify an idea for a new product or service, create a vision, and develop a strategic plan to describe how the concept would be implemented. To be taken during final quarter. Cannot be fulfilled by transfer)

Excess Duplicate Credit

TOTAL 186.00 0.00

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Capella University General Information:

OVERVIEW

Founded in 1993, Capella University is an accredited online university that offers courses, certificates, bachelor's, master's, and doctoral degrees in business, technology, education, human services and psychology. Capella offers 76 specializations - totaling more than 760 online courses, and extensive learner services to support the professional and academic goals of working adults. By leveraging Internet technology to deliver high-quality programs, Capella has conquered the barriers of time and place faced by working adults.

SUPPORT FOR ARMED FORCES

As a member of the Armed Forces, you are entitled to the Capella Armed Forces tuition discount and may be eligible to receive credit for previous training and experience. In addition, you will have access to personal academic advising; writing, research, and computer skills support; career services, the Johns Hopkins Sheridan Library system, the online bookstore, and more.

EDUCATIONAL PHILOSOPHY

As an institution that is focused exclusively on adult learners, Capella University is a results-oriented institution focused on high-quality academic work designed to

have immediate professional relevance. Capella strives to inspire achievement through an intimate, community-based learning experience. With a faculty-to-student ratio of 18:1, Capella's learners experience frequent online interaction between faculty and fellow learners-without regard to time or location.

24/7 ACCESS TO COURSES-FROM ANYWHERE IN THE WORLD

Courses are asynchronous-which means that learners can participate 24 hours a day, 7 days a week, from any Internet connection anywhere in the world. Courses are characterized by a blend of assigned readings, threaded class discussions, faculty feedback, group projects, case studies, research and writing assignments. Learners can expect to spend a minimum of 10 hours each week in a course-with at least two hours devoted to online discussion.

FACULTY

Capella University faculty members are subject-matter experts of the highest caliber, each offering a balance of theoretical knowledge and practical experience. Professors include industry analysts, corporate executives, and adjunct professors from prestigious colleges and universities.

ACCREDITATION

Capella University is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools*. The NCA has recognized Capella for "its pioneering role in translating an adult learning model into action." Capella is the first and only online academic institution to participate in the Higher Learning Commission's Academic Quality Improvement Program.

ENROLLMENT

16,000 enrolled learners located in all 50 states and more than 63 countries. The majority of Capella's learners are working adults who often are balancing family, work and educational achievement.

TUITION

The tuition for the courses required for this Bachelor of Science in Business General Program is \$1,740 per 6.0 quarter credit course. Capella offers, a 15% tuition discount on undergraduate programs and 10% tuition discount on graduate programs to active duty personnel and their immediate families, veterans/retirees, guards reservists and civilian employees of the Department of Defense.

Employees of government agencies, corporations, and private business may be eligible for military tuition rates if they are members of any of the seven Military Reserve or National Guard components. Check with the admissions office to determine eligibility if applicable.

For more information regarding Capella University, please contact:

Nicole Lovald
Capella University
225 South Sixth Street
9th Floor
Minneapolis, MN 55402
Direct Dial: 612.977.5570
Toll Free: 1.888.227.3552 x5570

Email: nicole.lovald@capella.edu
info@capella.edu

POLICY NOTES:

General Requirements:

- Different grade point average depending on incoming credits.
- The maximum limit of nontraditional or transfer credit applied to this degree is 138 quarter credits.
- A grade of "D" is NOT accepted in transfer.

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison

On: 01 August 2007